

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Rm. 154
P&PD Building

EXTENSION

5593

NO.

DD/A Registry

83-1986

DATE

5 August 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EO/DDA

7D24
Headquarters8 AUG
19838 AUG
1983*DM*

John,

Per your request, I have reviewed P&PD's files and consulted with Division Management regarding the printing of retirement and special affairs invitations. The current and past policy is to limit this type printing to Deputy Directorate (DD) level Agency officials and the DCI complex.

The volume of this type printing is very low. As far as I can determine, the only request P&PD has processed in the last couple of years has been for Stansfield Turner, Dick Lehman, Admiral Inman, Larry Houston, and Frank Carlucci. There may have been others, but I have no records nor does anyone in P&PD recall others.

Basically, P&PD will respond to special requests from the DD's as well as from the DCI complex. However, if we receive questionable requests, we will seek Senior DDA guidance. Any request from any other source is challenged and so far, always rejected.

Production Manager

13. [Redacted]

In order to avoid any confusion we should print retirement and special affairs invitations only for individuals at the S15-6 and above levels.

[Redacted]

5 Aug 83

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83-1986

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